

## Commercial Technical Assistance Center

**Question:** What is the minimum plan size for CTAC projects?

**Answer:** The minimum plan size is 18" X 24" and 2 complete sets are required.

**Question:** How are plumbing fixture requirements calculated for a project?

**Answer:** The first step is to determine Occupancy load of the space using Table 1004.1.2 in the NC Building code. Once this established review Section 403 of the NC Plumbing Code along with table 403.1 to determine your minimum fixture count.

**Question:** Do I need a permit to install low voltage wiring (phone & data, fire alarm, HVAC control wiring, etc.) in Mecklenburg County?

**Answer:** Yes, you will need to submit an Electrical permit application along with an address verification form to the CTAC counter. If this wiring is part of a larger overall project under construction, the Electrical permit application will need to have the six (6) digit county project number of the larger project.

**Question:** How do I obtain a permit to set up a temporary sales center?

**Answer:** Submit 2 sets of drawings, a completed Building Permit application and an address verification form to the gatekeeper for review by CTAC. The drawings should include an Appendix B, site plans (include the water/sewer locations and backflow preventer), 3<sup>rd</sup> party approved modular drawings, and the details of the accessible ramp, stairs, and landings.

**Question:** How do I call in for an inspection on my project?

**Answer:** Call the inspections department at 704-336-8000. Have your permit number ready.

**Question:** Do I need a permit to build an ADA Accessible Ramp?

**Answer:** Yes. Submit 2 sets of drawings, a Building Permit application, and an address verification form to the gatekeeper for review by CTAC. The drawings should include an Appendix B, a site plan, and details of the ramp, handrails, etc.

**Question:** Can I submit a project for CTAC review if my project is still out for bid (i.e.: contractors have not been selected)?

**Answer:** No, you must list your General Contractor and PME sub contractors on your Building permit application when you submit for CTAC review.

**Question:** What will my permit cost?

**Answer:** Visit, [www.meckpermit.com](http://www.meckpermit.com) , Resources, Permit FAQ and use the Fee schedule to calculate your building permit fee. \*\*\* Additional Zoning, Health and Fire fees may apply.

**Question:** How do I change the general contractor (GC) on my permit?

**Answer:** You will need to submit a Credit Refund Form and have your permit cancelled at the inspections counter before coming to CTAC. Once this is done, come to CTAC with your RED STAMPED APPROVED PLANS and a completed Building Permit application.

**Question:** Do I need a permit to install a retaining wall?

**Answer:** If your wall is supporting 5' or more of fill you will need to submit two sets of sealed drawings, a completed Building Permit application, and an address verification form to the gatekeeper for review by CTAC. The drawings should include an Appendix B, a site plan drawing showing the location of the wall, the Statement of Special Inspections, elevations, details sheet and a structural load sheet. If this wall is part of a larger overall project under constructions, the Building Permit application will need to have the six (6) digit county project number of the larger project.

**Question:** Where can I get an On Schedule application Form?

**Answer:** Visit [www.meckpermit.com](http://www.meckpermit.com) , look under Forms